

APPROVED

June 14, 2010

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

Jerrold Garson, President
John Sullivan, Vice President
Nancy Dacek, Secretary
Nahid Khozeimeh
Rosalyn Pelles
Mary Kiraly
Lucia Nazarian

Staff:

Margaret Jurgensen, Director
Sara Harris, Deputy Election Director
Leslie Hatch, Election Judge Manager
Betty Ann Lucey, Voter Registration Manager
Edward O'Neill, IT Specialist
Marjorie Roher, Management and Budget Specialist III
Christine Rzeszut, Operations Manager
Kevin Karpinski, Legal Counsel
Renee Adams, Election Aide

Guests:

Kate Rhudy, Montgomery County Democratic Central Committee
Marcia Bond, League of Women Voters of Montgomery County

Mr. Garson called the meeting to order and declared a quorum present at 2:30 p.m.

Public Comments

Ms. Roher stated that no one requested to address the Board.

Additions/Changes to the Agenda

Ms. Jurgensen stated that there is an addition of an Executive Session, an Executive Function, as well as a status update before Election Judge Update under Election Day Preparations.

Approval of May 10, 2010 Minutes

Minutes from the May 10, 2010, meeting were distributed for review. Ms. Jurgensen requested a change on page 2. A motion was made by Mrs. Khozeimeh to approve the May 10, 2010, minutes as amended. The motion was seconded by Mrs. Dacek and carried unanimously.

Election Director Status Reports

Budget

Ms. Jurgensen announced that Ken Perschau is back working part time and thanked Ethmahn Pena, Apollo Teng, and the GIS staff for their back up while Ken continues his recovery.

Ms. Jurgensen stated that expenditures are for personnel costs since all purchasing for the upcoming elections is on hold. She reported that one of the billings from the State Board of Elections had been received, reviewed and processed. Ms. Jurgensen informed the Board that the County had mandated furlough days for all permanent staff; due to the elections she was requesting that the office be closed on December 23rd and December 27th. The Board agreed that the BOE will be closing on December 23rd and December 27th for staff furlough days.

Ms. Roher reviewed the FY10 operation budget spreadsheet provided in the packets.

Voter Registration

Ms. Jurgensen stated that the letter drafted by Mr. Karpinski was sent to the seven individuals impacted by the passage of SB 28; one was returned with notification that the person was deceased. She reported that the High School registration is complete. Ms. Jurgensen reported that the BOE was invited by FVAP to go to the Pentagon for a UOCAVA absentee voting event from 6/28 thru 7/1. She stated that temporaries are still in the process of being hired for Voter Registration and Absentee departments. Mrs. Lucey reported on the Student Member of the Board of Education/High School Election and explained the voter registration classes.

Mr. O'Neill stated that he attended the SBE meeting and discussed MDVoters. He reported that he negotiated an informal data exchange with a nightly data dump to allow internal proofing prior to mailing absentee ballots for a pilot project.

Ms. Rhudy entered meeting at 2:41 p.m.

Ms. Hatch entered the meeting at 2:54p.m.

State Board of Elections

Pilot Absentee Project

Ms. Jurgensen reported that Montgomery, Prince George's, Baltimore, Baltimore City and Anne Arundel Counties were invited to participate in a pilot project to utilize the latest technology to automate the absentee ballot process. She stated that the technology allows the voter to track their mail through the process once the application is received. Ms. Jurgensen noted that the project has savings of numerous work force hours answering customer service requests regarding "where is my ballot?" or "have you received my ballot?" and holds the promise of efficiencies of scale and synergy of technology of the private sector and USPS. Ms. Jurgensen

stated that she brought several concerns to Mr. Goldstein's attention and is awaiting his response prior to agreeing to participate.

Mr. Sullivan asked what the goal of the pilot project was and Ms. Jurgensen responded efficiency and cost savings. Mr. Garson briefed the Board on the SBE meeting he attended that discussed candidate name filing, adopted regulations on Social Security, and administrative complaints.

E-mail Absentee Ballots

Ms. Jurgensen stated that the SBE will begin the testing of e-mail/on line ballots with their vendor. She noted that Montgomery County processed 1379 duplicated ballots in 2008 and staff have 1073 requests to date.

Legislation

Ms. Jurgensen stated that there was nothing new to report.

Facility Issues

Ms. Roher stated that the HVAC system has been switched from heat to air conditioning – this switch was late in occurring and noted that she appreciated the reminder from staff. She stated that there continue to be problems with the fire alarm panel; it has been diagnosed as a faulty power supply and we are awaiting the part. In the meantime Security has been notified that there is no issue with the building and the alarm panel is silenced by Mrs. Rzeszut or Ms. Roher when notified. Ms. Roher reported that in light of continued confusion by visitors coming up the hill by the car dealership sign, she has made arrangements for the County to create an additional green sign which the landlord will place on his property in a manner which will enable visibility from the top of the hill. She stated that it is expected that this will occur within the next 30 days. Ms. Roher reported that staff is beginning to see various bugs roaming the building. She stated that she believes that this is due to the decreased cleaning hours and has requested that BOE be placed on a monthly extermination schedule and that both she and Ms. Jurgensen have reminded staff to dispose of trash and cover food appropriately. Ms. Roher reported that there is a problem with the temperature in the lower warehouses and Mrs. Rzeszut is handling the situation with the landlord at this time.

Board Attorney Report

Early Voting Center Memorandum of Understanding

Mr. Karpinski stated that the MOU has been forwarded to the SBE and approved.

Petitions

Mr. Karpinski discussed the following four petitions with the Board:

- Petition 1- Reduces the County Council membership from 9 to 7 by eliminating two of the at-large Council seats.
- Petition 2- Ambulance fee (referendum), there is a question as to whether it is due on August 21st or the second Monday in August.
- Petition 3 – To appear on the 2010 General Election ballot, unaffiliated voter is to obtain signatures from 1% of registered voters in County Council District 3.
- Petition 4 – Places term limits on county positions.

Old Business

MC 311

Ms. Roher announced that the Montgomery County Call Center (311) would go live later in the week. She stated that considerable time has been spent in preparing knowledge base articles and reviewing both Call Center instructions and public responses. Another round of updates was provided to 311 yesterday and a meeting is scheduled for Tuesday afternoon. Ms. Roher reported that language is being added to our IVR which indicates that callers pressing 0 will be transferred to 311 for assistance.

Ms. Roher reported that a meeting was held with Ms. Jurgensen, the ACAO, and 311 staff last week to discuss issues occurring since the soft launch of 311 – calls have been transferred to 311 since February. She noted that during that meeting, staff learned that 11 service requests were outstanding for more than 31 days. Ms. Roher stated that during her investigation of those requests, it was learned that they never reached the appropriate person and she has requested 311 staff investigate the situation and notify her of the resolution at their earliest convenience. Ms. Roher reported that staff is working with Drake Communications (IVR) and 311 to determine the best method for handling calls during our extended hours. She added that a final decision has not been agreed upon; however, she believes that we will be requesting that 311 allow Drake to schedule the calls back to our staff during extended hours to eliminate the need to pay 311 staff overtime.

Ms. Jurgensen reported that the Interactive Voice Response System is in the process of being updated and menu changes have been submitted to the vendor by Jerry Quarshie. She stated that she met with Tom Street about the launch and provided a simplified calendar for MC 311 call center.

New Business

Election Day Preparations

Ms. Jurgensen reported the following:

1. Election is set in MD Voters.
2. Election Judge module is up and running.
 - A. Reports are in your packet on election judge requirements and how many have committed to date.

3. Future Voters module is up and running (note 400 student hours have been donated to the Board of Elections to assist with stuffing envelopes, etc)
4. Early Voting Mock Election is moving forward
5. Polling places are confirmed and leases are in hand
6. Polling place changes were all mailed and received by the voters by Memorial Day (This element of MDVoters will be a nightmare during the re-districting if not fixed; it is currently very expensive and inefficient)
7. We have designated the emergency Polling Places

Ms. Jurgensen stated that the contract with the private sector office movers for the voting equipment has just recently been finalized with SBE. Staff will be meeting with the representative in the near future. Ms. Jurgensen reported that she has spoken with Nathan Robinson and is working to set up a meeting with the movers and Operation Manager Chris Rzeszut.

Ms. Jurgensen reported that polling place phone activation will commence after July 6th for Election Day and Early Voting sites. She added that the candidate filing deadline is July 6th and the office will be open till 9 p.m. for filings.

Election Judge Update

Ms. Jurgensen discussed the Election Judge handout distributed in the packets noting that training begins July 6th and most training staff has been hired.

Media Preparations

Ms. Roher reported that all press releases for the Primary Election have been written and approved and are now awaiting translation. She stated that releases for the General Election should be prepared for review by June 30th. The Media Guide is also targeted for completion by July 2nd; there may be an additional delay but her goal is to have it prepared, reviewed by Ms. Jurgensen and on the website no later than July 14th.

Ms. Jurgensen, Mrs. Harris, and Ms. Roher met with the Director of the Office of Public Information (PIO) and our liaison to discuss assistance they might be able to provide. She stated that the county did not provide any funding for early voting advertising nor did they provide the amount of general advertising funding that we requested. Ms. Roher stated that current plans call for:

- PIO to redesign the early voting flyer which will be handed out at outreach events.
- PIO looking into editing the PSA which we created in 2008 to revise deadlines and add a piece on early voting. SBE continues to promise a PSA devoted to early voting – Ms. Roher spoke to Nikki Trella late last week and she advised that she did not have a date for delivery and was in the process of scheduling a meeting with their vendor. Ms. Roher informed her that she hoped it would be available no later than August 1st in order to be of the most use to Montgomery County. She will be contacting Comcast and Verizon in early July to discuss the cost of placing the PSAs on their channels. In 2008 we were able to get very good coverage for approximately \$5,000 on Comcast and she hopes to be able to do something similar with Verizon.

- The county will put early voting information in the rotating photo section of their homepage.
- BOE staff will be interviewed on several shows on the county cable channel; in addition Ms. Roher has received requests from a Spanish language channel and will continue to reach out to media outlets as we move into the summer months.
- PIO is designing a bus card which will be placed in all Ride-On buses advertising the three voting options and election dates. This was very successful in 2008 and costs nothing except the printing costs for the bus cards.
- The county will feature something about voting in each edition of their newsletter between now and the general election.

Ms. Roher stated that the PIO has also suggested a media event in early August – this is something we have done in the past but did not do in 2008. Ms. Roher stated that there is an event scheduled for October 16, 2010, but had not planned one prior to the Primary. She noted that she has not had an opportunity to discuss this in more detail with Ms. Jurgensen.

Ms. Roher reported that she has spoken with Daneen Banks at Prince George's and will be working with her on joint advertising. Ms. Jurgensen has established a budget of \$ 2,000 for this. Ms. Jurgensen reported that Montgomery and Prince George's County will work together to get a media package out about Early Voting.

Polling Places

100 ft Electioneering Recommendations

Ms. Jurgensen recommended that the Board visit sites in teams of two - one Democrat and one Republican to confirm the location of 100 ft electioneering signs.

Sample Ballot Update

Ms. Harris stated that the Sample Ballot award was made on June 1st to VRS who is the vendor that handled the sample ballots in 2008.

Temporary Employees Update

Ms. Harris reported that the hiring process is underway with more than 17 individuals already hired.

Early Voting Plan Update

Ms. Jurgensen stated that alternate sites have been approved by SBE. She stated that there is a Mock Election Scheduled for Jun 21 thru 24 to test wireless capabilities for the Electronic Pollbook state wide synchronization.

Ms. Jurgensen noted the following outstanding issues:

- Testing for connectivity for alternate Early Voting sites
- Security inspection dates have not been announced
- The public testing for Early Voting has not been determined and test scripts not written

- When will back-up EPIC server be tested and will LBEs be involved
- Mock election final report, will local boards receive a copy
- Final night closing procedures and moving equipment back to LBE
- Will vendor allow “ride along” in pick-up process of DRE’s from Early Voting locations (two trucks).

*** Mrs. Lucey, and Ms. Rhudy left the meeting at 3:58p.m.***

Report on the Executive Session

The Montgomery County Board of Elections convened in Executive Session at 3:48 p.m., pursuant to State Government Article, Sections 10-508(a), 10-508(a)(13), and 10-508(a)(14) to review minutes from the previous Executive Session and Petitions.

The Montgomery County Board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Jerrold Garson, Nancy Dacek, John Sullivan, Nahid Khozeimeh, Rosalyn Pelles, Mary Kiraly, Lucia Nazarian, Margaret A. Jurgensen, Sara Harris, Leslie Hatch, Edward O’Neill, Marjorie Roher, Christine Rzeszut, Kevin Karpinski, and Renee Adams.

Executive Session Minutes

Ms. Roher distributed minutes from the May 10, 2010, Executive Session for review.

Petitions

Mr. Karpinski discussed petitions.

There were no other items discussed in Executive Session.

The Board moved into Executive Function to discuss additional Early Voting details.

A motion was made by Mr. Sullivan to adjourn the Executive Session and reconvene in regular session. The motion was seconded by Mrs. Dacek and carried unanimously, with the Board reconvening in regular session at 5:27 p.m.

Executive Session Minutes

A motion was made by Mr. Sullivan to approve the Executive Function Minutes from the May 10, 2010, meeting as submitted. The motion was seconded by Mr. Garson and carried unanimously with one abstention.

Future Meetings

- A. July 19, 2010
- B. August 13, 2010 – 10:00 a.m. - Early Voting Public Testing
- C. August 16, 2010
- D. August 31, 2010 - 9:00 a.m. – Candidate and Media Briefing
- E. August 31, 2010 – 10:00 a.m. – Public Testing
- F. September 3-9, 2010 – Early Voting
- G. September 10, 2010 – 4:00 p.m. – Supply Bag Check
- H. September 13, 2010 – Polling Place Supply Check
- I. September 14, 2010 - Election Day
- J. September 16, 2010 - 10:00 a.m. - Absentee Canvass
- K. September 22, 2010 - 10:00 a.m. - Provisional Canvass
- L. September 24, 2010 – 10:00 a.m. - Absentee II Canvass
- M. September 24, 2010 – Board meeting to follow Canvass
- N. October 15, 2010 – 10:00 a.m. - Early Voting Public Testing
- O. October 18, 2010
- P. October 22-28, 2010 – Early Voting
- Q. October 25, 2010 – 9:00 a.m. – Candidate and Media Briefing
- R. October 25, 2010 – 10:00 a.m. - Public Testing
- S. October 29, 2010 – 4:00 p.m. - Supply Bag Check
- T. November 1, 2010 – Polling Place Check
- U. November 2, 2010- Election Day
- V. November 4, 2010 – 10:00 a.m. - Absentee Canvass
- W. November 10, 2010 – 10:00 a.m. - Provisional Canvass
- X. November 12, 2010 – 10:00 a.m. – Absentee II Canvass
- Y. November 12, 2010 - 2:30 p.m. - *tentative*
- Z. December 13, 2010 - *tentative*

Adjournment

With no further business, a motion was made by Mrs. Dacek to adjourn the meeting. The motion was seconded by Mr. Sullivan and carried unanimously. The meeting was adjourned at 5:31 p.m.

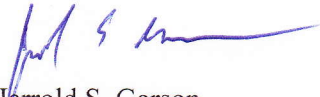
APPROVED

Respectfully submitted,

Marjorie M. Roher

Marjorie M. Roher
Management & Budget Specialist III

APPROVED BY THE BOARD:



Jerrold S. Garson
Board President